



LIFE INSURANCE CORPORATION OF INDIA

ARCHIVAL POLICY

(As per SEBI(LODR) Regulations, 2015)

Version 1

26.07.2021

Owner Department: CORPORATE COMMUNICATIONS

No Part of this document may be reproduced or copied in any form, circulated or by any means [graphic, electronic or mechanical, including photocopying, recording, taping or information retrieval systems] reproduced on any disc, tape, perforated media or other information storage device etc without the prior permission of the Executive Director(Corporate Communications)

Version History

SNO.	Type	Version	Version Date	Remarks
1	Archival Policy	Version 1.0	26.07.2021	Adopted as per SEBI(Listing Obligations and Disclosure Requirements) Regulations, 2015.

Contents

Sr No	Particulars	Page No
1.	Preamble	4
2.	Title of Policy	4
3.	Definitions	4
4.	Background and Purpose	5
5.	Coverage	5
6.	Scope	5
7.	Policy	5
8.	Hosting and Archival of Information	6
9.	Review of Website Content	6
10.	Regulatory Requirement seeking amendment to the Policy	6
11.	Removal of Archived Documents	7
12.	Right to access and Retrieval	7
13.	Interpretation	7
14.	Review	7

1. Preamble

Life Insurance Corporation of India is a statutory Corporation constituted under LIC Act, 1956, as amended upto date.

LIC being proposed to be listed post completion of its IPO is required to comply with the provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulation 2015 (Listing Regulations) and the other guidelines issued by the Securities and Exchange Board of India (SEBI) from time to time in this regard.

Regulation 30(8) and Regulation 46 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015(Regulations) require all listed Companies to host on its Corporate Website various information required under the Regulations and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival Policy of the listed entity, as disclosed on its Website.

Life Insurance Corporation of India (the Corporation) has framed its Archival Policy (the Policy) to comply with the requirement under Regulation 30(8) of the Listing Regulations.

This Policy shall be placed on the Website of the Corporation and shall be effective from the date of approval by its Board of Directors.

2. Title of the Policy

This Policy shall be known as “**Archival Policy of LIC of India [as per SEBI(LODR) Regulations, 2015]**”.

3. Definitions

- a. **‘Applicable Law’** means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 including any Amendments thereof.
- b. **Corporation** means Life Insurance Corporation of India, constituted under LIC Act, 1956
- c. **Board** means “**Board of Directors**” appointed or nominated or deemed as such under section 4 of the LIC Act, 1956.
- d. **Events or Information** means the information /events that are required to be disclosed on the Website of the Corporation in terms of Listing Regulations.
- e. **‘Policy’** means this Policy as amended from time to time.

The terms and expressions used but not defined herein shall have the same meaning as assigned to those terms under Listing Regulations, LIC Act, the Securities Contracts(Regulations) Act, IRDA Act 1999 or any other applicable laws or Regulations, as the case may be.

4. Background & Purpose

Regulation 30(8) and Regulation 46 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015(Regulations) requires all listed Companies to host on its Corporate Website all information required under the Regulations and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival Policy of the listed entity, as disclosed on its Website.

In accordance with the above, this Policy is made to ensure protection, maintenance and archival of its disclosures, documents and records made on the Website for information and events communicated to the Stock exchanges under Regulation 30 of the Listing Regulations.

5. Coverage

This Policy is framed in accordance with the requirement under Regulation 30(8) of Listing Regulations for ensuring protection, maintenance and archival of the relevant information/disclosures that are placed on the Corporation's website.

This Policy covers archival of all events or information which have been disclosed on the Stock Exchange{s} and hosted on the website of the Corporation in accordance with the applicable law.

The Corporation is required to disclose this Policy on the Website.

6. Scope

The Policy seeks to enhance transparency, accountability and better relationship with stakeholders, by providing for framework for disclosure of required information /events on the Website of the Corporation.

7. Policy

Pursuant to requirement under Regulation 30(8) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulation, 2015, the Corporation shall disclose on its Website all such events or information which have been disclosed to stock exchange(s) for a period of not more than 5 years.

8. Hosting and Archival of Information

The information disclosed to the Stock Exchanges shall be uploaded on the website of the Corporation viz www.licindia.in.

All the relevant disclosures of information and events communicated to the stock exchanges under Regulation 30(8) of the Listing Regulations will be hosted on the **bottom link** of the Website of the Corporation www.licindia.in under the Section “Investor Disclosures”

A. For events or Information disclosed under Regulation 30(8) of SEBI(Listing Obligations and Disclosure Requirements) Regulations, 2015

All such information shall be hosted under “Investor’s Disclosures” section in bottom links of the Website for a period of **five** years.

The disclosures shall thereafter be shifted to the section “Investor Disclosures Archives” where it will be retained on the Corporation’s Website for a minimum period of **two** years.

After the expiry of stipulated time period, the disclosed information will be removed from the “Investor Disclosures Archives” folder and shall be dealt with in accordance with the Corporation’s Preservation of Records Policy.

B. For Disclosures made under other Statutes/legislations

All information required to be uploaded on the Corporation’s website in pursuance of any other statute/legislation/regulation shall be hosted on the Corporation’s Website in pursuance of any other statute/legislation/regulation etc.

In cases where the concerned statute/legislation/regulation does not prescribe any period, the required data shall be hosted on the Website for a minimum period of one year from the date of uploading or more, if deemed necessary.

9. Review of Website Content

The Content of the Website of the Corporation shall be periodically reviewed in order to ensure updation and removal of the event/information as required.

After a period of 5 years from the date on which such disclosures /announcements were made, **on quarterly basis**, such announcements/disclosures would be moved to the “Investor Disclosure Archives” folder to be kept for a period of two years.

10. Regulatory requirement seeking amendment to the Policy

As this Policy is adopted pursuant to the applicable laws, if any, changes to applicable laws shall be deemed to be part of this Policy. Alterations or amendments to this Policy, as and when required by any changes in laws, rules and regulations applicable to the Corporation from time to time or due to changes in the internal processes, shall be done by the Board of Directors as deemed fit, provided they are consistent with the provisions of the applicable laws, as amended from time to time.

11. Removal of Archived documents

Any information/form/return/document, etc disclosed on the Website may be removed/deleted from the Website after such disclosure period.

Post the disclosure period, the records removed from the Website shall be placed in electronic archives. Depending upon the criticality/importance of records being removed, the Corporation may retain those records having long term value in the archives for permanent/specified period storage and to suitably deal with the records accordingly.

12. Right to access and retrieval

The contents of the '**Investors disclosures archived**' folder shall be accessible to Public.

13. Interpretation

In any circumstances where the terms of this Policy differ from any existing or newly enacted law, rule, regulation or standard governing the Corporation, the law governing rule, regulation or standard will take precedence over this Policy. Any change in the prescribed period of archiving in Applicable Law shall *mutatis mutandis* apply to this Policy.

14. Review

This policy will be reviewed atleast once in two years.

Adoption of this Policy shall be communicated to the Stock Exchange(s) where the Corporation's shares would be listed.